

Dear Employee,

We would like to thank you for all the expertise & service that you extended during your Tenure in IGATE. We would like to wish you all the best for all your future Endeavors.

Please comply with following Exit Formalities:-

1. Please fill up the attached **Gratuity form** (only if applicable) and send us a soft copy Of the same. Hard copy of the same needs to be dispatched to Payroll department as per The address mentioned in Point No 13 below. This is mandatory in order to release the gratuity.

Note: Gratuity form filling is not required for employees who are under IGATE global solutions payroll.

Location	Role holder - 1	Role holder - 2
Bangalore	Abilash Sreekumar	OnkaraMurthy RS
Chennai - DLF	Asrar Mohammed	Basker Sundararajan
Chennai - SIPCOT	Rakesh M S	Sujatha Subramanian
Gandhi Nagar	Hiren Jani	Darpesh Parmar
Hyderabad - Phoenix Ho7	Sowjanya Palagiri	Sri Gowri
Hyderabad - Phoenix Ho8	Sri Gowri	Sowjanya Palagiri
Mumbai	Sulochana Pillai	Roshni Patekar
Noida - IT	Geetika Gupta	Puneet Bansal
Noida - BPO	Shiv Prasad Singh	Yogesh Anand
Pune	Renu Keluskar	Neena Vora / Anil B Khedkar

3. Update your complete mailing address with contact number and personal mail id in PeopleSoft to send your Experience and Relieving Letters. Incase if there is incorrect or Incomplete address in PeopleSoft, then you will not receive your letters and Final Settlement sheets.

Path to update address and contact details:

IChange HCM > Self Service > Gems > Clearance self services > Employee Clearance Exit Form.

4. Start following up for online clearances with the departments only 3 days before your Last working date. Path to view clearances: **IChange HCM > Self Service > Clearance self services > View Clearance Status** (There will be two links mentioning **Yes** and **No** for clearances. You may please click on No for knowing pending clearances and follow up. Yes is for Completed clearances)

5. Consult your Reporting Officer (Current Leave approver as per AMS) to provide you Online clearance for timesheet and ODC/ IRC clearance.

6. For getting ITIMD clearance, your Project Manager needs to raise a call with ITIMD helpdesk for Release of your PC/ Laptop under the head Hardware/ Software Release.
Hence inform your RO about the same.

7. Update IChange Absence Management & Timesheet without fail. Kindly ensure to Regularize your absenteeism by applying for Leave or On Duty request and get it Sanctioned from your Reporting Officer on or before your last working date (before 2 PM). Failing which this shall be treated as Loss of Pay and shall not be repaid to you. Leave balance clearance will be provided only on Last working Date.

8. For Queries relating to PF details please write a mail to HRSSPFQueries@lgate.com

9. In line with the requirements specified by US/UK Consulates, we need to get valid US or UK visas cancelled for separating employees. This activity will be taken care by Mobility (SEC) Dept. This cancellation process may take about a week; therefore, it is Necessary that you submit your passport to Mobility (SEC) Dept. a week or 10 days Ahead of your last working day.

10. Also get Amex Card, Accounts & Forex clearance from your respective Finance / Payroll Department.

11. Post completion of your full and final settlement , your experience and relieving letters shall be couriered at your mailing address mentioned in PeopleSoft and also a soft copy shall be shared to your personal mail id updated in PeopleSoft subjected to there is no recovery in FnF.

12. If you belong to Seepz Location, then please write to seepz.gatepass@lgate.com (**Sarosh Dastoor / Prakash Salaskar**) for any Seepz pass related queries and clearance for same and meet your location **Admin team** for the submission of Identity card, Bus pass, drawer keys and Laptop or any admin related issues.

13. Please return the Food Coupon Swipe Card to the location Admin Department for Food Coupon Clearance

14. Please select **correct history mode** to update Employee clearance exit form details

15. Please submit your medical reimbursement Bills and IT declaration form along with IT Proof for the current financial year if any to Finance / Payroll team. In case employee wants to claim LTA tax exemption, employee will have to submit their LTA claim along with his LTA travel proofs to Finance /Payroll team and the details are mentioned below:

- **For IGATE Global Solutions Ltd -**
 - Kind Attn: Sagar Mulye / Swati Salgaonkar - Payroll, Ackruti, M.I.D.C, and Cross road no 21, Andheri (East), Mumbai - 400093
- **For IGATE Global Solutions Ltd –**
 - Kind Attn: Sandeep R Shetty / Ganesh Srikantamurthy (Finance) - #158-162 (P) & 165 (P) -170 (P), EPIP Phase 2, White field , Bangalore - 560066

16. All resigned employees has to claim FBEP through the system one month prior from employee last working day. FBEP is applicable for only for **level 8** (Delta- grade) **and above**

17. For any further Queries relating to your Exit formalities, please write to **hrssoffboarding@igate.com**.

Note:

- 1) Resignation acceptance letter shall be shared on the last working day at 2pm and 8pm IST. Hard copy of the experience and relieving letter shall be dispatched post completion of full and final settlement subjected to no recovery in FnF
- 2) Please does not mark HRSS Off boarding in CC while follow up on clearances.

Thanks & Regards,
HRSS Off boarding,
HR Shared Services-India,
IGATE, #158-162 (P) & 165 (P) -170 (P),
EPIP Phase II,
Whitefield, Bangalore 560066.
Landline: + 91 80 4104 3391 / 3471 / 3342/ 3263 / 3141 Hotline: 680 3391 / 3471 / 3342/ 3263 / 3141